भारतीय प्रौद्योगिकी संस्थान बॉम्बे
पवई, मुंबई - ७६

**Indian Institute of Technology
Bombay
Powai, Mumbai - 76**

Procedure for getting documents verified from Academic Section
(by IITB students/ Alumnus)

The candidate need to fill the application form (Appendix – I) which may be submitted/sent to below address along with a copy of degree certificate.

Deputy Registrar (Academic)
Academic Section,
Nandan Nilekani Main Building,
IIT Bombay, Powai,
Mumbai – 400 76

Applicable charges

Degree verification		Degree Attestation		Ph.D. related Documents
Verification through email (will be in form of text)	Verification through letter	Personal visit by the candidate	On authority	**Ph.D. defence certificate & UGC certificate**
Rs.1000/-	Rs.1500/-	Nil	Rs.1000/-	Rs.500/- *
Postal charges for sending letter abroad Rs. 2200/- * Postal charges Rs. 400/- (within India)				

- The charges should be paid by Demand Draft or Cash only (no credit cards and other mode of payment is accepted). The demand draft should be in favour of "**THE REGISTRAR IIT BOMBAY**" payable at Mumbai.

- The verification process will be completed in 3-5 working days after receiving the proper documentation and payment receipt.

Contact Details:
Name : Mr. Pratish Ghume or Mr. Arun More
Email : verification@iitb.ac.in
Phone : +91 – 022-2576 7044

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Requisition form for Degree/ Education verification by external agencies/ organizations
(To be filled by Student / Alumnus)

1. Full Name (in Capital)   : _____

2. Roll Number   : _____

3. Programme   : _____

4. Department/School/Centre   : _____

5. Email Address   : _____

6. Mobile Number   : _____

7. If alumnus, Please specify year of   : _____
   Completion of Degree

8. Document(s) required   :

Document(s) required	Please tick (✓)
a) Education Verification through email	
b) Education Verification through letter	
c) Degree Attestation	
d) Ph.D. defence certificate	
e) Ph.D. UGC certificate	

9. Mode of receiving documents   (Pl. tick ✓) :
a)   ☐   I want to collect the document in person / through authorized person (enclose authorization letter)
b)   ☐   Please send the document via Indian post on my address (as mentioned below).

10. Permanent / Correspondence Address:

_____
_____
_____ Pin Code: _____

11. Demand Draft Details:
   Demand Draft No. _____ date _____ Bank & Branch _____

Date :   Signature of the student/Alumnus